

DIVISION OF PARKS AND RECREATION



CITY OF SAINT PAUL

Mayor Christopher B. Coleman

300 City Hall Annex  
25 West Fourth Street  
Saint Paul, Minnesota 55102  
www.ci.stpaul.mn.us/depts/parks

Telephone: 651-266-6400  
Facsimile: 651-292-7405  
TTY: 651-266-6378

**2009 Large Event and Community Festival Reservations in  
City of Saint Paul Parks for 1000+ estimated attendance**

*(Please note that some park spaces require a separate application)*

**(Walks/runs reserving only open space with no facility rental should follow the Walks and Runs fee structure listed in a separate document)**

***(This application consists of five pages that need to be completed in full and returned to Park staff)***

**Application for use of parks operated by the City of Saint Paul, Division of Parks and Recreation, constitutes the applicant's agreement with the Regulations Governing Reserved Use of Park Space, policy # Div. 8.1 Event Use of Park Space. Application fee must accompany this form.**

\_\_\_\_\_  
Name of Organization (if applicable)

\_\_\_\_\_  
Name of Applicant/Chairperson

\_\_\_\_\_  
( )

\_\_\_\_\_  
Daytime Phone Number

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
( )

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Name of Event Planner (if applicable)

\_\_\_\_\_  
( )

\_\_\_\_\_  
Daytime Phone Number

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
( )

\_\_\_\_\_  
Fax Number



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Event Date (including dates for setup  
and takedown)

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Facilities and Site Requested:

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Time park being used including setup  
and takedown:

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Actual event time:

Proposed Use:

Estimated Attendance (daily): \_\_\_\_\_

☐ YES ☐ NO Does the proposed event require set-up prior to date of event?

☐ YES ☐ NO Does the proposed event include food and beverage vendors?

☐ YES ☐ NO Does the proposed event include merchandise vendors? If yes, how many? ☐

☐ YES ☐ NO Does the proposed event anticipate alcohol sales? \_\_\_\_\_

**340A.909 SALE OF MINNESOTA BEER AT PUBLIC FACILITIES.**

Subdivision 1. **Minnesota-produced beer; required availability.** At any permanent or temporary building or structure owned or operated by the state, a political subdivision, or an instrumentality thereof, where beer is sold for on-premise consumption, the entity owning or operating the building or structure must insure that a Minnesota-produced beer is available for purchase at each station where beer is sold. This section applies to all such permanent or temporary buildings or structures without regard to whether sales of beer are made by the owning or operating government entity or employees thereof or by a person holding a lease or concession contract with the government entity.

Subd. 2. **Exceptions.** This section does not apply to:

(1) municipal liquor stores; or

(2) persons holding an event on property owned by a government entity where (a) the event is conducted under a temporary permit from that government entity, and (b) alcoholic beverages are provided to persons attending the event, at no cost to those persons.



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☐ YES ☐ NO Does the event anticipate charging an admission fee? If yes, how much? ☐

☐ YES ☐ NO Does the proposed event include amplified sound/music?

☐ YES ☐ NO Will any streets need to be closed?

Name of street(s) \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_

Date: \_\_\_\_\_ Requested time to close \_\_\_\_\_ : \_\_\_\_\_ ☐ A.M. ☐ P.M.

Date: \_\_\_\_\_ Requested time to reopened at \_\_\_\_\_ : \_\_\_\_\_ ☐ A.M. ☐ P.M.

☐ YES ☐ NO Will meters need to be hooded?

☐ YES ☐ NO Does the proposed event have a security plan?

☐ YES ☐ NO Does proposed event have a first aid plan?

☐ YES ☐ NO Does the proposed event require tents/staking?

☐ YES ☐ NO Will the proposed event require power?

☐ YES ☐ NO Will the proposed event occur after sunset/dark?

### CATEGORY A FEES (DUE AT THE TIME OF PERMIT ISSUANCE)

Rates listed include 7% sales tax. The tax will be deducted from the fee listed for tax-exempt organizations providing proper documentation of such status.

#### DAILY RENTAL RATES

1,000 to 2,500 estimated attendance - \$1,500.00 per day per park (for actual event date)

2,501 to 5,000 estimated attendance - \$2,000.00 per day per park (for actual event date)

5,000+ estimated attendance - \$2,500+ per day per park (for actual event date)

Setup Date - \$500.00

Estimated Attendance Rate \$ X days reserved = \$

**DAMAGE DEPOSIT** \$500 per 1,000 person daily estimated attendance with

\$15,000 maximum damage deposit. Excludes normal wear and tear.

Deposit is returned following post event inspection but not prior to payment in full of all fees.

\$

**TOTAL CATEGORY A FEES**

\$



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### CATEGORY B FEES (DUE 30 DAYS PRIOR TO EVENT)

Item	Rate	Amount	
1. Event Staffing Services <i>(Determined by Parks staff in consultation with the applicant following a joint review of the proposed event use)</i>	\$25/hr	_____ Hours x \$25	\$
2. Market Street closing between 5 <sup>th</sup> and 6 <sup>th</sup>	\$100/ park fee		\$
3. Alcohol Service Fee	\$100/per event		\$
4. Trash Management Services	To be determined for each event (Includes: staff, tipping fees, equipment and supplies)		\$
5. Stage Erection Fee	\$250/per event	_____ Stages x days x \$250	\$
4. Utility Location (per park)	\$500 (min. charge) event		\$
<b>TOTAL CATEGORY B FEES</b>			\$

### CATEGORY C FEES (DUE 30 DAYS FOLLOWING THE EVENT)

Item	Rate	Amount	
5. Admission Commission		2.5% of gross admission revenues _____ Gross admission revenues x .015 (net sales tax)	\$
6. Compactor/Packer	\$350/day	(subject to availability) _____ Days x \$300	\$
7. Trades Staff Services	\$70/hour	(subject to availability) _____ Hours x \$70	\$
8. Unscheduled Event Staffing <i>(Emergency staffing on dates of event, including load-in and out and clean-up required as a result of applicant's failure to meet the conditions of the permit and related plans may include City staff required to supplement security, event operations, and both volunteer and paid staff)</i>	\$50/hour	Employees _____ X _____ HRS _____ X \$50.00	\$
<b>TOTAL CATEGORY C FEES</b>			\$



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<b>TOTAL RENTAL FEES FOR CATEGORY B &amp; C</b>		\$
<b>LESS DAMAGE DEPOSIT CREDIT FROM CATEGORY A</b>		- \$
<b>TOTAL FEES</b>	(Total Category A, B, & C Rental Fees)	\$
<p>The undersigned applicant agrees to abide by all conditions of this application and the regulations governing event use of park space.</p> <p>Signature of Applicant: _____ Date: _____</p> <p>Parks &amp; Recreation Approval by: _____ Date: _____</p>		

Updated 10/13/2008



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